



LLEVARG PROJECTS

25-Point Business Compliance Check

How exposed is your business? Find out in five minutes.

LLEVARG PROJECTS

OHS Auditing · Compliance
Workforce Development
Johannesburg, South Africa

How to use: tick Yes only if you could produce the document, register or proof today. Count your Yes answers and match your total to the rubric below.

#	AREA	COMPLIANCE QUESTION / REQUIREMENT	YES	NO
HEALTH & SAFETY				
1	OHS Policy	Do you have a written, legally compliant Occupational Health and Safety (OHS) Policy in place?	☐	☐
2	Risk Assessment	Has a formal hazard identification and risk assessment (HIRA) been documented for your workplace?	☐	☐
3	Employee Safety Training	Are all employees and contractors appropriately trained and inducted on health and safety procedures?	☐	☐
4	First Aid Facilities	Is your first aid arrangement adequate, stocked, and managed by trained statutory first aiders?	☐	☐
5	Fire Safety & Equipment	Are emergency arrangements, fire equipment inspections, and evacuation procedures documented and tested?	☐	☐
6	Incident Reporting	Do you have a documented process for reporting, recording, and investigating workplace incidents and near-misses?	☐	☐
7	Contractor Control	Are external contractors vetted, inducted, and monitored for compliance before starting work on-site?	☐	☐
8	PPE Management	Is required Personal Protective Equipment (PPE) identified, issued, maintained, and enforced?	☐	☐
9	Emergency Response Plan	Is a comprehensive emergency response and business continuity plan documented and accessible?	☐	☐
10	Statutory OHS Records	Can you produce valid evidence of compliance, inspection registers, and maintenance logs upon request?	☐	☐
DATA, PRIVACY & RISK				
11	POPIA / Data Protection	Do you understand your privacy obligations, have an Information Officer registered, and maintain a PAIA manual?	☐	☐
12	Insurance Review	Have your operational and financial risks been comprehensively reviewed with your insurer or broker?	☐	☐
13	Data Privacy & Consent	Do you have explicit privacy notices, consent mechanisms, and clear rules for handling client/employee data?	☐	☐
14	Cybersecurity & Data Breaches	Are basic data security measures (backups, access controls) and a data breach response process in place?	☐	☐
PEOPLE & EMPLOYMENT				
15	Employment Contracts	Does every employee have a written contract aligned with applicable labour legislation and sector standards?	☐	☐
16	Disciplinary & Grievance Code	Are workplace codes of conduct, disciplinary procedures, and grievance policies documented and communicated?	☐	☐
17	Statutory HR Registrations	Are you registered and up to date with UIF, COIDA / Compensation Fund, and relevant bargaining councils?	☐	☐
18	Working Conditions & Leave	Do working hours, overtime practices, leave administration, and remuneration meet statutory minimums?	☐	☐
GOVERNANCE, FINANCE & LEGAL				
19	Corporate Governance	Are CIPC / company registration documents, annual returns, and statutory registers current and maintained?	☐	☐
20	Tax Compliance	Are all statutory tax obligations (PAYE, VAT, Corporate Income Tax) filed and paid up to date?	☐	☐
21	Financial Accounting	Are proper accounting records kept, and annual financial statements compiled or audited as required?	☐	☐
22	Licences & Operating Permits	Do you hold and display all required municipal, trade, and industry-specific operating licences?	☐	☐
23	Contract & Legal Terms	Are client service agreements, supplier contracts, and standard terms of trade legally reviewed and active?	☐	☐
24	IP & Asset Protection	Are key company trademarks, domain names, and intellectual property registered and protected?	☐	☐
25	Compliance Audit Schedule	Is there a regular schedule for management reviews and annual internal compliance audits?	☐	☐

Compliance Evaluation Rubric

TOTAL YES out of 25

GREEN 21 to 25 Yes	AMBER 15 to 20 Yes	RED Under 15 Yes
Generally Organised Core compliance frameworks are active and documented. Maintain regular reviews and keep evidence files updated.	Potential Gaps Requiring Attention Key operational areas are compliant, but notable legal or safety gaps exist. Prioritise remediation within 30 to 60 days.	Significant Areas Requiring Professional Review Critical missing policies or statutory non-compliance expose the business to severe legal, financial, or operational risks. Immediate professional review required.

FREE 30-MINUTE CONSULTATION

Scored Amber or Red? *Let's close the gaps.*

OHS auditing, compliance reviews and workforce training for South African businesses. Share your score and we'll show you what to fix first.

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SCAN TO CHAT